

MILFORD HAVEN TOWN COUNCIL

Minutes of a Meeting of the Cemetery Maintenance and Land Acquisition Group
held at the Chapel, Milford Haven Cemetery
on Friday 15th July 2022 at 1.30pm

PRESENT

The Mayor (Councillor Miss K. F. Gray)
The Deputy Mayor (Councillor Mrs C. Stevens)

Councillors: C. A. Sharp (Chair)

D. Abbott

W. D. Elliott BA QTS

Observers: E. A. Davies DipSM FJOIFF
D. R. Sinnett

Mrs B. J. Fitzgerald, Town Clerk
Miss F. K. Galliford, Secretary
Mr P. Johnson, Cemetery Supervisor

64. APOLOGIES:

Apologies for absence were received from Councillors T. J. Davies and Mrs Y. G. Southwell. Apologies for absence were not received from Councillor R. Williams.

65. DECLARATIONS OF INTEREST:

No declarations of interest were made.

66. MEMBERSHIP OF THE CEMETERY MAINTENANCE AND LAND ACQUISITION GROUP:

Councillor D. Abbott indicated that he would like to join the Cemetery Maintenance and Land Acquisition Group.

RESOLVED THAT: Councillor D. Abbott becomes a Member of the Cemetery Maintenance and Land Acquisition Group.

67. APPOINTMENT OF CHAIR:

RESOLVED THAT: Councillor C. A. Sharp be appointed as Chair of the Cemetery Maintenance and Land Acquisition Group for this Municipal Year.

68. CEMETERY SUPERVISOR'S REPORT

In addition to the Reports given for December 2021, and January, February and March 2022, the Cemetery Supervisor, Mr P. Johnson, informed the Group that there were 3 burials in April, 9 burials during May and 5 burials in June. The builders were carrying out renovation work to Cemetery Lodge during May.

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RESOLVED THAT:

- (a) thanks be given to the Cemetery Supervisor, Mr. P. Johnson, for the update;
- (b) the Cemetery Supervisor's Report be received.

69. UPDATE ON LAND EXPLORATION REPORT

Site work was completed successfully and an interim report will be received by the Council in the coming weeks. The monitoring period is now under way which will take 12 months to complete fully which is in accordance with a Tier 2 assessment. The Tier 2 is essential for Natural Resource Wales to make a decision on whether the land is suitable for cemetery purposes. With such a long period of time before purchase can be considered it was agreed to inform the owner of the land and appraise him of the situation.

A timeline will be required going forward, to include purchase, planning and design along with costs where able. Due diligence will be followed in this matter.

RESOLVED THAT:

- (a) the Land Exploration Report be received;
- (b) the owner of the land be informed and appraised of the situation;
- (c) a timeline to set out to gauge when purchase, planning and design be completed.

70. UPDATE ON REMAINING AREA OF CEMETERY LAND

A verbal update on the remaining area of land was given by the Supervisor. Excavation of the area is required to determine how many graves remain for burials and whether suitable for 1, 2 or 3 persons. The excavator will be asked to quote for the cost to clear the whole area which may take a week to do. That area will then be backfilled until required for graves.

RESOLVED THAT: the excavator will be asked for costs to clear the whole area and make good in readiness for future use.

71. BURIALS

A request had been made for single fees for all previous Milford Haven residents who now live elsewhere. It is standard practice for people living outside of Milford Haven – non ratepayers of Milford Haven - to pay double fees. This matter will be further discussed at a future Meeting of the Cemetery Fees Sub-Committee. The decision was made to not support this move and to continue as present.

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RESOLVED THAT:

- (a) double fees for all persons outside of Milford Haven continues;
- (b) the present situation relating to Nursing Home burials will not be affected;
- (c) this matter be further discussed at the Council's Meeting of the Cemetery Fees Sub-Committee towards the end of the year.

72. CEMETERY LODGE

The Chair circulated a breakdown of costs for the past 18 months which included the Cemetery wall, demolition of toilet block, repair work to the Cemetery Lodge roof plus renovation work to the Cemetery Lodge including new shower room and kitchen. Some work had also been carried out on the door and glass to the Chapel. The money ringfenced for the Cemetery Lodge work was within budget. The wall cost was considered a separate item. Demolition of the toilet block was an extra cost with some small work to the Chapel doors.

Thanks were given to the work by the Probation Team and to the Town Clerk's husband as they worked at the cemetery for free.

- (a) The office space for staff is almost complete with new electric sockets in place which will ease working conditions. The heating has been completed with radiators installed in readiness for winter.
- (b) Smoke alarms are required along with a fire extinguisher. Pembrokeshire Fire and Safety will be contacted to inspect the house and advise of any safety requirements necessary.
- (c) Defibrillator – the defibrillator cabinet is set onto the outside wall awaiting final fitting by the electrician. The electrician will be asked to complete this task as soon as possible.
- (d) Quotes for flooring of the upstairs of Cemetery Lodge including stairs and landing were sought from 3 companies. The quotes were discussed at the meeting. Pembrokeshire Carpet and Flooring gave the most competitive quote with contract vinyl being chosen at a cost of £1,880. The price includes ply to subfloor, with nosings to stairs.
- (e) Safety of area around Cemetery Lodge
The Town Clerk was requested to obtain quotes for outside safety flooring and fencing for the area to the side of Cemetery Lodge.

RESOLVED THAT:

- (a) the update is received;

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- (b) Pembrokeshire Fire & Safety is contacted to inspect Cemetery Lodge and advise of safety issues;
- (c) the defibrillator is to be made available as soon as possible;
- (d) a competitive quote for contract vinyl flooring is chosen;
- (e) quotes are to be sought for outside safety flooring and fencing for the side area of Cemetery Lodge.

73. CEMETERY CHAPEL

a) Restoration Quotes

Three quotes were received for renovation work to the chapel. CADW currently have grants available and an application will be submitted for the Chapel work.

b) Use of Cemetery Chapel before funerals

The Town Council would welcome services in the Chapel once restoration work has been completed with the Chapel fit for purpose. However, no coffins would be kept in the Chapel overnight.

RESOLVED THAT:

- (a) a grant application be submitted to CADW for restoration work on the Chapel;
 - (b) services in the Chapel, once restored, would be welcomed.
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